

Mechanical Department

20th & 21st October, 2015

SMT. S. R. PATEL ENGINEERING COLLEGE

One Day Workshop Report

One Day Workshop on Achieve the Excellence in Microsoft Office

Objectives:

To make the students aware from the fundamentals of MS Office and advance tools available in various MS office Programs which are really helpful for Time Reduction, effort reduction and Attractive Report Writing.

Expert:

Mr. Nanji N. Chaudhary & Mr. Harshad C. Patel
Asst. Professor,
Mechanical Engg Department,
SRPEC.

Workshop co-ordinator:

Prof. Nanji N. Chaudhary
Mechanical Engg. Department,
SRPEC.

Summary:

Expert introduced the students about Capability of various MS Office Programs, overall ideas about Advance tools available and its real life application.

Topics :

1. MS WORD (References Tool bar, Styles, Mailings Tool bar, Developer Tool bar, View, Review)
2. MS EXCEL (Page Layout, Data tools, Calculation on Real Engg. Problem, Engineering Formulas, Short and filter, Developer)



DETAIL OF WORKSHOP

Workshop was started at 08:45 AM. The lecture was started by the introduction of the various software requirements and application. In First Session Nanji Chaudhary explained all the tools including Styles, references tool bar, mailings tools, view, review, protection, Page layout tool bar etc. in MS WORD. In second Session Harshad Patel explained benefits and capabilities of Microsoft Excel software and also explained History of MS Excel, Various fundamental tools, Formulas, Sort and filter, Data tools, Developer tools etc. in MS Excel. In Third session students gone for Practice in computer laboratory. Students practiced for the same as per given report rule for MS WORD and Real Engineering Problems in MS Excel.

Feed back from Participants	Excellent	Very good	Good	Inadequate
1. Relevancy of Topics	94.55%	5.45%	0%	0%
2. Overall Quality of Contents	90.91%	9.09%	0%	0%
3. Value Addition	90.91%	9.09%	0%	0%
4. Communication by Faculty	94.55%	5.45%	0%	0%

Workshop Participant :

Workshop was organized for students of 3rd semester Mechanical Engineering (1B3 Class on 20/10/2015, and 2B3 Class on 21/10/2015) and other interested students from inside and outside of the institute. There were 84 student participants and all in charge faculty member of Mechanical Engineering Department were present in the workshop.